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**1994/01/07**

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United States Department of State

Washington, D.C. 20520

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MEMORANDUM TO:

The Secretary

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- Mr. Tarnoff  
- Mrs. Spero  
- Dr. Davis  
- Mr. Moose  
- Mr. Wirth  
- Mr. Kennedy  
- Mr. Moose  
- Mr. Watson  
- Ms. Ryan  
- Mr. Beaird, Acting  
- Ms. Raiser  
- Mr. Quainton  
- Mr. Lord  
- Mr. Tarullo  
- Mr. Oxman  
- Ms. Sherman  
- Mr. Snuttuck  
- Mr. Gelbard  
- Ms. Gati  
- Mr. Bennet  
- Mr. Harper  
- Mr. Parris, Acting  
- Ms. Constable  
- Mr. Donilon  
- Mr. Gallucci  
- Mr. Zimmermann  
- Ms. Raphael  
- Ms. Bodine  
- Mr. Talbott  
- Mr. Lewis  
- Mr. Ross  
- Amb. Albright  
- Ms. Starr  
- Ms. Connell  
- Ms. Thompson

ACTION: CM - coord  
NFO: PT, TH, PS, K, R+TC  
SO, TASKERS, CP

DUE FO:

- Background Papers:  
1/14 Thursday 003  
Friday
- Scope Paper  
1/14 Thursday 003  
Friday
- BM  
1/18 Tues. 003
- Press Statements  
P/As  
1/19 Tues 003.

SUBJECT:

Secretary Christopher's Trip to Paris,  
January 23-25, 1994

United States Department of State  
Office of FOI, Privacy, & Classification Review  
Review Authority: MILLER, ROBERT  
Date: 06/12/96  
Case ID: 94028902

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COORDINATOR: EUR: Craig Kelly EUR/WE, Rm 5226, 7-3746  
EAP: John Norris EAP/CM, Rm 4318, 7-9141

DEPUTY COORDINATOR: EUR: Anne Carson EUR/WE, Rm 5226, 7-3746  
EAP: Aubrey Carlson EAP/CM, Rm 4318, 7-9141

S/S-S ACTION OFFICER: Sara Rosenberry, Room 7241, 7-5289

U) 703-522-2006

This memorandum assigns responsibilities for the preparation of briefing materials for Secretary Christopher's trip to Paris to hold meetings with French and Chinese officials. Bureaus wishing to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

I. DEADLINES: Please note due to the limited amount of time before the trip, deadlines MUST be considered as ABSOLUTE. The lists of individuals for whom biographic material should be requested is due in S/S-S by 16:00, Wednesday, January 12. Scope papers are due in S/S-S no later than NOON, Friday, January 14. Background papers except that covering the Prague, Moscow and Minsk visits are due in S/S-S no later than NOON, Friday, January 14. The background paper dealing with the Prague, Moscow and Minsk visits is due in S/S-S no later than NOON, Tuesday, January 18. Briefing memos for bilateral meetings are due in S/S-S no later than NOON, Tuesday, January 18. Public remarks, press statements and Qs and As for these events are due in S/S-S by NOON, Tuesday, January 18.

II. DOCUMENTS REQUESTED FOR THE SECRETARY'S TRIP: The following background materials should be prepared for use by the Secretary:

A. Scope Papers: EUR should prepare a scope paper for the portion of the Secretary's Paris visit which will be devoted to meetings with the French. EAP should prepare a scope paper for the portion of the Paris stop dealing with Chinese officials. These papers should present the setting, objectives and strategy for the meetings in the context of recent political and economic developments. The papers should also summarize likely counterpart views on issues which will be the focus of visit. The paper should be in standard scope paper format and not exceed three pages in length. They should be cleared by S/P, P, E, T, C and other bureaus as appropriate. EUR and EAP deputy coordinators are responsible for delivering these papers to S/S-S no later than NOON, Friday, January 14.

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B. Background Papers: EUR, EAP, S/NIS, PM, EB and INM should prepare two-page background papers on the topics listed below. The papers should be written in standard narrative format. The papers must be cleared by the bureaus listed and other offices, as appropriate. The papers, except those dealing with follow-up on Moscow, Minsk and Prague, are due in S/S-S by NOON, Friday, January 14. The EUR deputy coordinator is responsible for delivering the paper dealing with the Moscow, Minsk and Prague visits to S/S-S no later than NOON, Tuesday, January 18.

**TOPIC**

**DRAFT   CLEAR**

**For Discussions with the Chinese:**

<input checked="" type="checkbox"/> Situation in North Korea.	EAP	P, T, PM, INR
<input checked="" type="checkbox"/> MFN Conditions: Human Rights/Issues (including Prison Labor)	EAP	P, C, E, HA
<input checked="" type="checkbox"/> Trade Issues.	EAP	E, EB
<input checked="" type="checkbox"/> Missile Sanctions (MTCR).	PM	T, EAP
<input checked="" type="checkbox"/> CTBT.	PM	T, EAP, ACDA
<input checked="" type="checkbox"/> Other Nonproliferation Issues Involving China.	PM	T, EAP
<input checked="" type="checkbox"/> Taiwan Arms Sales.	EAP	T, PM
<input checked="" type="checkbox"/> Hong Kong.	EAP	P, E, EUR, INR
<input checked="" type="checkbox"/> <i>Ben Weston - INM</i>		

**For Discussions with the French:**

-- France and Post-Summit Security Issues	EUR	P, T, INR, PM
-- France and China	EUR	P, T, E, EAP, INR
-- France, the EU and the U.S.	EUR	P, E
-- France and Russia/Ukraine.	EUR	P, E, S/NIS
-- France and CTBT.	EUR	P, T, ACDA, PM
-- France and Counter-Terrorism (including Iran, Sudan, Algeria and PanAm 103)	INM	P, C, EUR, NEA, AF, INR
-- U.S.-French Bilateral Commercial/Trade Issues (CivAir, Telecom, GATT)	EB	E, EUR, CIP
-- Bosnia: State of Play.	EUR	P, IO, PM, C, INR
-- Review of What Happened in Moscow, Minsk, and Prague	S/NIS & EUR	P, E, T EB, IO, PM

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C. Briefing Memos for Bilateral Meetings and Events: EUR and EAP should produce briefing memos for the Secretary for each of the events scheduled for the trip and listed below. These briefing memos should be in the standard format, including sections on objectives, approach, participants (for a total of two pages), talking points (not to exceed two pages) and additional background if appropriate (not to exceed two pages). The briefing memos for the lunch with the Chinese and the dinner hosted by Ambassador Harriman should also include draft toasts for the Secretary's use. These briefing memos should be cleared by P, T, E at least and other offices as appropriate. If some of the sections of the memo are not ready by the deadline, bureaus should insert a "to be provided by xxxx" page. All memoranda are due in S/S-S no later than NOON, Tuesday, January 18.

EVENT	DRAFT
Lunch with Chinese Officials	EAP
Bilat with Chinese FM Qian	EAP
Dinner Hosted by Ambassador Harriman	EUR
Bilat with French President Mitterrand	EUR
Bilat with French PM Balladur	EUR
Bilat with French FM Juppe	EUR

D. Biographic Materials: EUR and EAP should provide to the S/S-S action officer, no later than 16:00, Wednesday, January 12, a list of all individuals with whom the Secretary is likely to meet either in bilats or informally during his trip and for whom current biographic materials should be requested. The S/S-S action officer will request bios and deliver them to S.

EUR should provide a current bio for Ambassador Harriman. This bio should be delivered to S/S-S no later than NOON, Friday, January 14.

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E. Press Materials and Public Statements: EAP should draft a photo op statement for use in conjunction with the meeting with the Chinese. EUR should draft a photo op statement for use in conjunction with the meetings with the French. These statements should be in standard GIANT typeface and should be cleared by PA/S, P and others as appropriate. EAP and EUR should each also prepare 10-12 key Qs and As for the Secretary's use in preparing for press events.

If and as additional press events are scheduled, EAP and EUR should work with PA/S to prepare to develop appropriate remarks. These press materials should be cleared as appropriate and delivered to S/S-S by NOON, Tuesday, January 18.

**III. PREPARING DOCUMENTS AND DELIVERING THEM TO S/S-S:**

Drafters are asked, when labeling the file containing the document, to please use standard, clear labels to help others determine which document is in which file. Useful labels would be "STrip:bkgd:Bosnia, "STrip:BM:Juppe", or "STrip:Scope:Chinese". EUR and EAP staff assistants and deputy coordinators are responsible for assembling materials and ensuring that they are properly formatted, cleared, edited, spell-checked, and linked BEFORE being submitted to S/S-S and for ensuring that they are delivered by the listed deadlines. Sample formats are attached. Please note that drafting and clearing information should appear on a separate page for each document. The documents should not be logged in at the S/S-S window, but instead delivered directly to the action officer.

Thank you for your assistance in this matter.

  
for Marc Grossman  
Executive Secretary

**Attachments:**

- A. Sample Scope Paper
- B. Sample Background Paper
- C. Sample Briefing Memo

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Drafted: S/S-S:SRosenberry *SR*  
01/07/94 SSSGEN 4613 7-5289

Cleared: S/S-S:EMalloy *EM*

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